

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

16 July 1957

STATINTL

SUGGESTION NO. 3102: dated 6 May 1957

GS-4, Clerk-Steno

Applied Science Division, OSI, DD/I

A. Summary of Suggestion

Suggester proposes that Form No. 986, Requirement Form, have the words "CAUTION - REMOVE PROTECTOR SHEET BEFORE TYPING" printed at the top of the form rather than at the bottom.

B. Summary of Evaluation

See attached evaluation from Chief, Records Management Staff dated 3 June 1957.

C. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$10-\$25, based on intangible benefits (slight-limited).

D. Decision of Committee

X Adopted # 15 Award _____ Letter of Appreciation
_____ Not Adopted

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3102

TO: EXECUTIVE SECRETARY,
INCENTIVE AWARDS COMMITTEE

FROM: Chief, Records Management Staff

ACTION RECOMMENDED

1. ADOPT FOR USE. (DATE ADOPTED 31 May 1957)
- INDICATE ACTION 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
- RECOMMENDED BY 3. DISAPPROVED FOR ADOPTION.
- PLACING ACTION 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
- NUMBER IN BOX 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)
6. OTHER (SPECIFY BELOW)
7. REFER SUGGESTION TO _____ (OTHER COMPONENT)
- ☒ 1

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

1. This employee suggestion is being adopted. The caution "Remove Protector Sheet Before Typing" is being added at the top of Form 986, Intelligence Information Requirement, as well as at the bottom where it was previously printed. A reprint requisition dated 31 May 1957 has been submitted to OL requesting this and other minor changes.
2. Forms Management Branch/RMS had decided to adopt this employee's proposal when the next reprinting of this form became necessary. Shortly thereafter, ORR submitted a request for 2,000 of these forms which will be used by ORR, OSI, OCI, and OSI. As this particular form is used by several DD/I Offices, they have agreed to bear the costs of successive orders for it in turn.
3. Suggestion is considered of slight benefit and extended application under the definitions used in the Guide for Determining Awards for Employee Suggestions with Intangible Benefits. However, we recommend an award of \$10 to \$25 for the reasons given below:
 - a. Change is considered of very slight benefit as it seems to prevent waste primarily among only the very infrequent users of this form.
 - b. Experience shows that frequent users of a form quickly cease reading printed instructions wherever placed.
 - c. This recognized improvement affects only 1 of more than 1900 forms presently controlled through the Agency's Forms Management Program.
 - d. Amount recommended seems appropriate in comparison with previous evaluations of similar suggestions.

Suggester should be commended and invited to submit further ideas for improvement.

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CONTINUED ON ATTACHED SHEET

DATE

3 June 1957

SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)

Chief, Records Management Staff

STATINTL